



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

CN # 26-04

To: School Food Authority, Non-public Schools

From: Carol Foxhoven
Financial and Administrative Services Team Leader

Date: July 26, 2004

Subject: Web-based CNP Annual Financial Report Training Dates

Starting in September 2004, non-public schools and institutions will have on-line access to the Child Nutrition Program Annual Financial Report (CNP-AFR) using Arizona Department of Education's Common Logon. Training dates have been set for August and September 2004 in the Flagstaff, Phoenix and Tucson areas to provide hands-on instruction on how to access the system, complete and submit report.

This training is recommended for all Business Managers or Administrators responsible for completing the CNP AFR due October 1, 2004. If you currently have access to the Common Logon, you will be able to access the CNP Annual Financial Report. Each training day will repeat in the afternoon. Please register for one session only.

Event Location, Date and Times:

Tucson Regional Training Center
LIRC Computer Lab
2025 E. Winsett
Tucson, AZ

For directions call:
(520) 225-4959 or visit <http://www.ade.az.gov/rtc/>

Wednesday, August 18, 2004

Morning Session: 8:30 a.m. – 12:30 a.m.
Afternoon Session: 1:00 p.m. – 5:00 p.m.

Wednesday, September 15, 2004

Morning Session: 8:30 a.m. – 12:30 a.m.
Afternoon Session: 1:00 p.m. – 5:00 p.m.

Thursday, September 16, 2004

Morning Session: 8:30 a.m. – 12:30 a.m.
Afternoon Session: 1:00 p.m. – 5:00 p.m.

Flagstaff Regional Training Center

Training Lab
3285 E. Sparrow Ave.
Flagstaff, AZ 86004

For directions call:
(888) 394-1377 or visit <http://www.ade.az.gov/rtc/>

Wednesday, August 25, 2004

Morning Session: 8:30 a.m. – 12:30 a.m.
Afternoon Session: 1:00 p.m. – 5:00 p.m.

Wednesday, September 22, 2004

Morning Session: 8:30 a.m. – 12:30 a.m.
Afternoon Session: 1:00 p.m. – 5:00 p.m.

Thursday, September 23, 2004

Morning Session: 8:30 a.m. – 12:30 a.m.
Afternoon Session: 1:00 p.m. – 5:00 p.m.

ASU West ASU – West

CLCC 228
4701 W. Thunderbird Rd.
Glendale, AZ 85306

For directions call:
(480) 965-3366 or visit <http://www.ade.az.gov/rtc/>

Friday, September 3, 2004

Morning Session: 8:30 a.m. – 12:30 a.m.
Afternoon Session: 1:00 p.m. – 5:00 p.m.

Friday, September 10, 2004

Morning Session: 8:30 a.m. – 12:30 a.m.
Afternoon Session: 1:00 p.m. – 5:00 p.m.

Arizona State University – CSB

ASSET Lab
200 E. Curry Road
Tempe, AZ 85281

For directions call:
(480) 965-3366 or visit <http://www.ade.az.gov/rtc/>

Wednesday, September 1, 2004

Morning Session: 8:30 a.m. – 12:30 a.m.
Afternoon Session: 1:00 p.m. – 5:00 p.m.

Please register online at www.ade.az.gov/onlineregistration. Remember to register early, as space is limited. Schedule subject to change. If you have any questions, please contact Mila Makal (602)-542-8700.